



CAREER DEVELOPMENT & JOB SKILLS **TRAINING PROGRAM**

StreetWise Partners provides an avenue for people to escape from the cycle of poverty by moving into professional employment (office work, primarily, but also spanning the full spectrum from education to social work to entrepreneurship). Over a 14 week program, you will work with **volunteer business mentors** who will help you develop your office skills, confidence, and network to reach your full potential and be professionally successful.

This job readiness and computer training program is a launching pad for you to gain valuable personalized training on basic computer skills (MS Word, Excel, PowerPoint and Outlook), career planning, resume / cover letter writing, 30-second elevator pitch, interviewing techniques and much more!

The program is offered at no cost to qualified applicants.

What: 14 weekly training sessions

Who: Motivated low-income individuals with a high school diploma or GED interested in working with a mentor to learn professional office skills

Where: Washington DC, Chinatown/Metro Center

When: Saturday Program: 10am-2pm, September - December

Wednesday Program: 6:30pm-9pm, September - December

Requirements:

- GED or high school diploma
- At or below 200% of the federal poverty level
- Strong desire to pursue a professional career track within an office environment
- Legal eligibility to work in the US
- Ability to read and write proficiently in English
- Basic computer skills, but needing development
- Access to a computer to practice skills

Visit www.StreetWisePartners.org and click “Apply Now”

For more information, contact Lauren Libera, Director, Washington, D.C. Region
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